

# Request for an Accounting of Disclosures

FORM IHS-913

This card is designed to be used by staff members to guide patients through the process of requesting a list of the people and/or organizations to whom their health information has been disclosed in compliance with HIPAA regulations. If you would like additional information or have any questions, please contact your Health Information Management (Health Records) Department. Patients who request an accounting of disclosure of their Protected Health Information (PHI) should be referred to the Health Information Management (Health Records) Department to obtain the appropriate form. Patient must complete this form in black ink; red ink or felt tip pens are not allowed.



## REQUEST FOR AN ACCOUNTING OF DISCLOSURES

45 CFR 164.528; 45 CFR 5b.9(c)

Date of Request: April 15, 2003

Patient Name: John Q. Public

Health Record No: \_\_\_\_\_ Date of Birth: June 17, 1948

Patient Address: 123 Morningside Lane,  
Oklahoma City, OK 73105

Address to send accounting (if different from above and accounting is to be mailed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Patient may request for an accounting six years prior to date of request or life of the record.

I would like an accounting of disclosures for the following time frame:

From: June 1, 2001 To: December 31, 2001

If you are only seeking an accounting of a certain type(s) of disclosure or disclosures to a specific person/entity, please describe the disclosures for which you are seeking an accounting:

e.g. pneumonia; e.g. surgery

I understand that the accounting will be provided to me within 60 days of the date of this request, unless IHS extends the time frame for an additional 30 days and provides me with a written statement for the reason(s) for the delay and the date by which I can expect to receive the accounting.

John Q. Public  
Signature of Patient or Authorized Representative  
(or witness if patient is unable to sign)

April 15, 2003  
Date

Patient must sign and date.

For IHS Use Only:

Date Received: \_\_\_\_\_

Date Sent: \_\_\_\_\_

Name/Title of IHS employee processing request: \_\_\_\_\_

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**POLICY:** A patient has the right to request and receive (with certain exceptions) an accounting of disclosures of protected health information (PHI) about the patient made by IHS and its contractors (business associates) in the **six** years prior to the date on which the accounting is requested or for the life of the record, whichever is longer. The accounting shall include disclosures made to or by IHS business associates.

Staff is not allowed to agree to any accounting of disclosures verbally.

## Frequently Asked Questions

**Q:** What will be included in each accounting of disclosures?

**A:** Each accounting must be in writing, include both disclosures to and from IHS business associates, and must include for each disclosure:

- Date of disclosure
- Name and address of the person or organization who received the PHI
- Brief description of the PHI disclosed, e.g., immunization record, labs, x-ray
- Brief statement of the purpose of the disclosure (or include a copy of the written request for disclosure, if appropriate)
- Accountings of oral disclosures of PHI should also include the name, signature and title of staff who made the oral disclosure

**Q:** Are there are disclosures that do not have to be included in the accounting?

**A:** Yes. The following disclosures do not require accounting:

- Disclosures to officers and employees of the Department of Health and Human Services who have a need for the information for purposes of treatment, payment, or operations, or including disclosures to the Secretary that are required in order to investigate or determine compliance with privacy requirements
- Disclosures to the patient
- Disclosures pursuant to the patient's written authorization
- Disclosures required under the Freedom of Information Act (FOIA)
- Disclosures of treatment, payment and healthcare operations (TPO)

**Q:** How long does it take for a patient to receive an Accounting of Disclosures?

**A:** The patient should expect notification from IHS within 60 days. IHS may extend this period an additional 30 days. If so, the patient will be notified in writing of the extension.

**Q:** Are there any instances in which a patient would NOT be provided an accounting of disclosures?

**A:** Yes. A health oversight agency or law enforcement official may ask IHS to suspend a patient's right to receive an accounting of disclosures if the agency or official provides a written statement that such an accounting to the patient would be reasonably likely to impede the agency or official's duties. During the period of suspension, any disclosures requiring an accounting must still be documented.



For additional training and more information see the HIPAA Training Coordinator at your site or facility. Additional forms, policies, procedures, training, and copies of the HIPAA Quick Reference cards are available online at [www.ihs.gov](http://www.ihs.gov).